

## Appendix M, COMMAND SUPPLY DISCIPLINE CHECKLIST, to 1A Cir 1-201

UNIT EVALUATED: \_\_\_\_\_ DATE EVALUATED: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

### OVERALL RATING:      MET STANDARDS      NEEDS IMPROVEMENT

The following checklist is taken from Tables B-1, B-2 and B-3, AR 710-2, Unit Supply Update 14 and FORSCOM Supplement 1 to AR 710-2.

#### 1. **PUBLICATIONS:** Does the unit have the following references on hand or on requisition?

- |                                     |     |    |    |
|-------------------------------------|-----|----|----|
| a. AR 710-2, Unit Supply Update 14  | YES | NO | NA |
| b. FORSCOM Supplement 1 to AR 710-2 | YES | NO | NA |

#### 2. **GENERAL.**

- |   |     |    |    |
|---|-----|----|----|
| a. When regulatory guidance is not clear, are requests for clarification being initiated? (AR 710-2, para 1-7)  | YES | NO | NA |
| b. Has the unit received approval for deviation from supply policy from Commander, U.S. Army Logistics Evaluation Agency when required? (AR 710-2, para 1-7/AR 735-5, para 8-2)   | YES | NO | NA |
| c. Has the unit identified and reported supply constraints, i.e. unidentified unfinanced requirements? (AR 710-2, para 1-9)   | YES | NO | NA |
| d. Is the unit receiving adequate distribution of logistical publications, reports, evaluations, messages, forms, etc. from NGB, USARC, CONUSA, FORSCOM, etc? (AR 710-2, para 2-4/AR 71-13 para 2-3)                            | YES | NO | NA |
| e. Is administrative, medical, and logistical (to include reports of survey) support received from the supporting installation adequate/satisfactory? (Intraservice Support Agreements/Contracting Support) (AR 5-3 and AR 5-9) | YES | NO | NA |
| f. Is the Hazardous Materials Management Program implemented? (AR 710-2, para 1-25/AR 200-1, paras 5-1a, 5-3b, 6-6b/TM 38-410)  | YES | NO | NA |
| g. Does the unit/organization have current copies of internal and external SOPs for supply operations? (AR 710-2, Table B-1)  | YES | NO | NA |

#### 3. **PROPERTY AUTHORIZATION DOCUMENTS.**

- |  |     |    |    |
|--|-----|----|----|
| a. Does the unit have all pertinent property authorization documents on hand? DA 12 Series is up to date. (AR 710-2, para 2-4/AR 71-13 para 2-3) | YES | NO | NA |
|--|-----|----|----|

## Appendix M, COMMAND SUPPLY DISCIPLINE CHECKLIST, to 1A Cir 1-201

b. Were property book allowances reconciled with authorization documents? (AR 710-2, para 2-4b)	YES	NO	NA
---	-----	----	----

### 4. REQUESTING AND RECEIVING SUPPLIES.

a. Is authorized property on hand or on requisition? (AR 710-2, para 2-6a/AR 310-49, para 3-15)	YES	NO	NA
---	-----	----	----

b. Has the commander reviewed all requests with Urgency of Need Designators (UND) (High Priority) "A" or "B"? (AR 710-2, para 2-6d/AR 725-50, para 2-10c)	YES	NO	NA
---	-----	----	----

c. Was the use of the End Item Code enforced on applicable repair part requests? (AR 710-2, para 2-6g)	YES	NO	NA
--	-----	----	----

d. Are requests for recoverables preceded by a turn-in of a like item or a commanders statement justifying the request? (AR 710-2, para 2-6e)	YES	NO	NA
---	-----	----	----

e. Are nonexpendable and expendable/durable document registers established and maintained? (AR 710-2, para 2-6h)	YES	NO	NA
--	-----	----	----

f. Has the commander verified the need for local purchase to ensure items procured are not available in the supply system? (AR 710-2, para 2-6I)	YES	NO	NA
--	-----	----	----

g. Are command requirements enforced to ensure the PBO or his alternate is not appointed as an ordering/contracting officer? (AR 710-2, para 2-31b,c)	YES	NO	NA
---	-----	----	----

h. Are requests for DRMO property submitted to the SSA? (AR 710-2, para 2-6I)	YES	NO	NA
---	-----	----	----

i. Are all supply requests submitted to the appropriate Supply Support Activity? (AR 735-5, para 2-2)	YES	NO	NA
---	-----	----	----

j. Are receipt for supplies, DA 1687s initiated, and does the SSA have appropriate memorandum? (AR 710-2, para 2-8a)	YES	NO	NA
--	-----	----	----

k. Has the unit prepared and submitted receiving reports to SSA also have reports of discrepancies been distributed with the receiving reports for supplies received as needed? (AR 710-2, para 2-8b, c/AR 735-5 para 6-5)	YES	NO	NA
--	-----	----	----

l. Has the unit reconciled and validated outstanding supply requests? (AR 710-2, para 2-7d)	YES	NO	NA
---	-----	----	----

m. Has the unit submitted cancellation requests when items are no longer needed? (AR 710-2, para 2-7c)	YES	NO	NA
--	-----	----	----

**Appendix M, COMMAND SUPPLY DISCIPLINE CHECKLIST, to 1A Cir 1-201**

n. Has the unit properly posted receipts to property book records? (AR 710-2, para 2-8f)	YES	NO	NA
o. When the unit/activity Force Activity Designator (FAD) or UND are changed, have document modifiers been submitted? (AR 710-2, para 2-7a)	YES	NO	NA
p. Does the unit properly maintain a supporting document file? (AR 710-2, para 2-5r)	YES	NO	NA
q. Has the PBO requested local purchase from an appointed unit ordering/contracting officer without written authorization from the SSA? (AR 710-2, para 2-31c)	YES	NO	NA

**5. DISPOSITION OF PROPERTY.**

a. Has the unit ensured transferred property meets accountability and maintenance requirements? (AR 710-2, para 2-13a)	YES	NO	NA
b. Do transfers of classified equipment meet all COYESEC standards and requirements? (AR 710-2, para 2-13a)	YES	NO	NA
c. Has the unit used proper procedures for turn-in of excess property to include turn-in of associated components? (AR 710-2, para 2-13b)	YES	NO	NA
d. Does the turn-in of unserviceable and not repairable property book items include DA Form 2407 or 5504 verifying the condition of the unserviceable item? (AR 710-2, para 2-13b)	YES	NO	NA
e. Is the turn-in of unserviceable classified COYESEC equipment processed through the COYESEC custodian and COYESEC channels? (AR 710-2, para 2-13b)	YES	NO	NA
f. Has the unit validated component shortages of property being turned-in? (AR 710-2, para 2-13b)	YES	NO	NA
g. Has the unit established accountability for property discovered in unit and not found on accountable records by using Found on Installation Property procedures? AR 710-2, para 2-13d)	YES	NO	NA
h. Are unneeded excess hazardous materials turned in to the supply support activity (SSA)? (AR 710-2, para 1-28d)	YES	NO	NA
i. Has the unit provided a copy of the turn-in document to the SSA upon termination of lease contracts especially when the turn-in is made directly to the contractor? (AR 710-2, para 2-31f)	YES	NO	NA

## Appendix M, COMMAND SUPPLY DISCIPLINE CHECKLIST, to 1A Cir 1-201

### 6. PROPERTY ACCOUNTABILITY

a. If the unit/activity has a property book, are the requirements of a parent UIC and DODAAC being met? (AR 710-2, paras 2-5a, f, g)	YES	NO	NA
b. Is the appointment of the property book officer in writing on a memorandum and does it identify the unit's UIC? (AR 710-2, para 2-5g)	YES	NO	NA
c. Has the new PBO signed the property statement upon completion of change of PBO inventory and corrective actions required by the inventory? (AR 710-2, para 2-5h)	YES	NO	NA
d. Does the unit maintain essential elements of data on property book records? (AR 710-2, para 2-5k)	YES	NO	NA
e. Does the unit organize property books so that organization and installation property are kept separately? (AR 710-2, paras 2-5I, k, l, and 2-32c)	YES	NO	NA
f. Does the unit account for classified property in a separate section in the property book? (AR 710-2, para 2-5I and AR 380-5)	YES	NO	NA
g. Is all property identified in AR 710-2, para 2-5a accounted for on a property book? (AR 710-2, paras 2-5, 2-32d, e, f)	YES	NO	NA
h. Is nonexpendable property drawn from the DRMO accounted for on a property book? (AR 710-2, para 2-5I)	YES	NO	NA
i. Does the unit account for systems furniture by system on the installation property book records? (AR 710-2, para 2-32h)	YES	NO	NA
j. Does the unit maintain an accurate CBS-X/CCISP file? (AR 710-2, para 2-9a, c)	YES	NO	NA
k. Does the unit initiate follow-up action of supplies requested, when status is not known? (AR 710-2, para 2-7)	YES	NO	NA
l. Does the unit use the AAR as a support document to make minor property book adjustments when there is no actual gain or loss of property? (AR 710-2, para 2-5o)	YES	NO	NA

### 7. PROPERTY RESPONSIBILITY.

a. Does the PBO assign responsibility for property book items? (AR 710-2, paras 2-10a, b, and c)	YES	NO	NA
--	-----	----	----

## Appendix M, COMMAND SUPPLY DISCIPLINE CHECKLIST, to 1A Cir 1-201

b. Has unit established command and supervisory responsibility for the care, use and safekeeping of Government property, by ensuring SOPs are current to include inprocessing procedures for newly assigned personnel and out processing procedures for departing personnel? (AR 710-2, paras 1-11b & 1-28b/AR 735-5, paras 2-7, 2-8 and 2-9)	YES	NO	NA
c. Has the unit commander of primary hand receipt holder(s) accepted direct responsibility for property by signing proper statement? (AR 710-2, paras 2-2-5g & 2-10d)	YES	NO	NA
d. Has the commander or PHRH assigned property responsibility for unit property, by use of permanent or temporary hand receipts? (AR 710-2, para 2-10a,b,c,f & app F)	YES	NO	NA
e. Is the unit documenting the issue of components by use of component hand receipts? (AR 710-2, para 2-10h)	YES	NO	NA
f. Are hand receipts current? (AR 710-2, para 2-10g)	YES	NO	NA
g. Is the unit activity using temporary hand receipt procedures for property issued less than 30 days and permanent hand receipt procedures for property issued over 30 days? (AR 710-2, para 2-10g)	YES	NO	NA
h. Is the unit using inventory listing procedures when assigning individual responsibility is not practical? (AR 710-2, para 2-10g(4))	YES	NO	NA
i. Is the unit/activity using component hand receipts for items issued to user level and as a minimum using hand receipt annexes when issuing items to the supervisor level? (AR 710-2 para 2-10h, app F)	YES	NO	NA
j. Has the unit ensured Army property is not used for any private purpose except as authorized by HQDA and that it is issued on a hand receipt, OCIE record or equipment receipt? (AR 710-2, para 2-10g & app F/AR 735-5, para 2-1e)	YES	NO	NA
k. Has the unit established control of copyrighted software, regardless of value? (AR 710-2, para 2-31)	YES	NO	NA

### 8. ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) AND PERSONAL CLOTHING.

a. Does the unit maintain OCIE records? (AR 710-2, para 2-14j)	YES	NO	NA
b. Does the unit commander ensure all departing personnel clear the OCIE issue point? (AR 710-2, para 2-14n)	YES	NO	NA
c. Has the commander ensured soldier's authorized OCIE have	YES	NO	NA

## Appendix M, COMMAND SUPPLY DISCIPLINE CHECKLIST, to 1A Cir 1-201

it on hand and in a serviceable condition? (AR 710-2, para 2-14n, o)

d. Does the commander authorize cash purchases of OCIE from the CIF? (AR 710-2, para 2-16b/AR 735-5, para 12-2b)	YES	NO	NA
--	-----	----	----

e. Does the commander ensure permanent marking of OCIE is not authorized? (AR 710-2, para 2-14j)	YES	NO	NA
--	-----	----	----

f. Does the unit properly maintain soldier's clothing records? (AR 700-84, para 5-2b, 14-5, & 15-1f)	YES	NO	NA
--	-----	----	----

g. Has the commander conducted an annual inspection of issued personal clothing? (AR 700-84, paras 1-4, 14-5, 15-4)	YES	NO	NA
---	-----	----	----

### 9. Adjustments for lost, damaged, or destroyed property.

a. Has unit ensured the assignment of document numbers from applicable document register to identify adjustment documents initiated by primary hand receipt holders? (AR 735-5, paras 13-14)	YES	NO	NA
--	-----	----	----

b. Has unit conducted causative research prior to initiating Reports of Survey procedures? (AR 710-2, Table 2-1, para p)	YES	NO	NA
--	-----	----	----

c. Has unit initiated reports of survey within established time limits? (AR 735-5, para 13-7)	YES	NO	NA
---	-----	----	----

d. Does the commander authorize adjustments for losses of durable hand tools up to \$100 per incident when losses are not the result of negligence or misconduct? (AR 735-5, para 14-26b, 14-27b,c)	YES	NO	NA
---	-----	----	----

e. Do higher level commands Review of Memorandums for Record initiated by report of survey approval authorities? (AR 735-5, para 14-26)	YES	NO	NA
---	-----	----	----

f. Does unit initiate adjustment actions for items unserviceable due to other than fair wear and tear? (AR 710-2, paras 2-12e & 2-13b)	YES	NO	NA
--	-----	----	----

g. Does unit initiate DD Form 362 (Statement of Charges/DD Form 1131 (Cash Collection Voucher) when cash sale of hand tools or OCIE cannot be accomplished due to SSSC or CIF being at zero balance for needed item(s)? (AR 735-5, para 12-2c)	YES	NO	NA
--	-----	----	----

h. Does unit initiate statement of charges or cash collection voucher to account for lost, damaged, or destroyed property for which liability is admitted? (AR 735-5, para 122-2)	YES	NO	NA
---	-----	----	----

i. Does unit/command investigate circumstances concerning	YES	NO	NA
---	-----	----	----

## Appendix M, COMMAND SUPPLY DISCIPLINE CHECKLIST, to 1A Cir 1-201

damaged property through other than fair wear and tear? (AR 735-5, para 14-26b)

j. Does unit report the appearance of unlawful conduct associated with the loss of personal arms and equipment? (AR 735-5, para 12-1b)	YES	NO	NA
k. Does command ensure subordinate organizations do not abuse the nonliability adjustment method for durable handtools? (AR 735-5, para 14-25c)	YES	NO	NA
l. Does command evaluate subordinate commander's statements regarding whether cause of damaged property was not through negligence? (AR 735-5, para 14-26b)	YES	NO	NA
m. Has command determined the necessity to appoint a survey officer or to conduct an AR 15-6 investigation? (AR 735-5, para 13-16)	YES	NO	NA
n. Has command followed report of survey approving authority requirements? (AR 735-5, paras 13-5, 13-21, 13-40, 13-41)	YES	NO	NA
o. Are commanders holding individuals liable for all associated costs related to replacing the loss of keys, locks and doors, when the loss is through negligence or willful misconduct? (AR 735-5, para 14-27)	YES	NO	NA

### 10. STORAGE.

a. Does unit store materiel in such a way to ensure materiel will be kept ready for use? (AR 710-2, para 2-11)	YES	NO	NA
b. Has unit initiated an internal control checklist per AR 11-2? (Commanders/PBOs are directly responsible for safeguarding all supplies.) (AR 710-2, para 2-8a)	YES	NO	NA

### 11. INVENTORIES:

a. Did unit conduct change of primary hand receipt holder inventory? (AR 710-2, Table 2-1, para c)	YES	NO	NA
b. Are periodic PHRH inventories conducted? (AR 710-2, Table 2-1, para d)	YES	NO	NA
c. Does unit conduct inventory prior to receipt, turn-in, or issue of property? (AR 710-2, Table 2-1, para f)	YES	NO	NA
d. Are command directed inventories conducted as required? (AR 710-2, Table 2-1, para h)	YES	NO	NA

M-8



**Appendix M, COMMAND SUPPLY DISCIPLINE CHECKLIST, to 1A Cir 1-201**

---

---